

TEXAS VETERANS COMMISSION
Stephen F. Austin Bldg
1700 N. Congress Avenue, Suite 800
P.O. Box 12277
Austin, Texas 78711
(512) 463-1295

PURCHASER I
Salary Schedule B12
\$2,270.00 – \$2,880.00 per month

Posting No. 14-22
Class No. 1930
Job Location: Headquarters – Finance Division
Austin, Texas

Opening Date: 10-15-2013
Closing Date: Until Filled
WIT#: 6269819

The Texas Veterans Commission is committed to hiring Veterans and is proud to employ the highest percentage of Veterans among all state agencies.

Veterans, Reservist or Guardsmen with an MOS of: Certified Defense Financial Manager (CDFM), Certified Defense Financial Manager – Acquisition (CDFM-A), Certification of Contracting Officer's Representatives (COR), Unit Supply Specialist- MOS 92Y (Army), Rating of LS – Logistics Specialist (Navy), and Supply Management AFSC 2S031 (Air Force) or additional duties that fall in the field of Accounting, Administration, Financial Management, Acquisition or other related fields pertaining to the minimum experience requirements may meet the minimum qualifications for this position. Please call Alice Mehringer, Human Resources Manager, at (512)463-1295 with questions or for additional information.

GENERAL DESCRIPTION

The Purchaser is a team member of the Finance Division at the Texas Veterans Commission (TVC), a mid-size agency. As the purchaser for the Agency, the Purchaser performs purchasing work which involves purchasing commodities, equipment and services in the open market or by contract. Provides customer support to the Agency and to vendors. Must be able to handle multiple tasks concurrently.

EXAMPLES OF WORK PERFORMED

- Reviews requisitions for completeness and processes requisitions by ordering merchandise, supplies, services and equipment.
- Obtains all informal and formal bids as required and accesses the internet for the Comptroller of Public Accounts bid list contract information.
- Performs purchasing and vendor research as necessary to ensure accuracy and to achieve cost savings for the Agency.
- Prepares, tracks, and monitors purchase orders.
- Prepares and processes annual renewals.
- Monitors the receipt of goods and processes receiving reports.
- Maintains accurate and well-organized purchasing files and records.
- Assists in the development of the Agency's procurement plan.
- Responds timely and accurately to inquiries pertaining to purchasing or contracting procedures.
- Advises the Agency in complying with State of Texas purchasing requirements.
- Provides excellent customer service to both internal and external customers.
- Participates in job-related research and demonstrates initiative when seeking solutions to issues.
- Prepares special reports and other related work as assigned.
- Travels for work related functions (10%). A valid Texas driver's license is required.
- Work hours other than 8-5 may be required for work-related functions.
- Other duties as assigned.

GENERAL QUALIFICATION GUIDELINES

Experience and Education

Graduation from an accredited two-year college or university with major course work in business or finance or a related field is preferred. Experience and education relevant to the position requirements may be substituted for one another on a year for year basis.

Purchaser I – Public purchasing experience is preferred. Must be able to obtain a Certified Texas Purchaser (CTP) certification within 12 months of the date of employment.

Knowledge, Skills and Abilities

- Knowledge of purchasing methods and procedures, of commodities and products on the open market, and of supply sources.
- Ability to tabulate and evaluate.
- Ability to accurately analyze, interpret and present data.
- Ability to interpret laws and regulations.
- Ability to make sound judgments and decisions.
- Skill in developing methods and procedures for locating supply sources.
- Skill of strong attention to detail.
- Skill in using Microsoft Excel and Access to create spreadsheets and queries.
- Ability to communicate effectively both verbally and in writing.
- Ability to work efficiently and independently in a dependable and organized manner in order to meet various deadlines.
- Ability to provide guidance and assistance to agency staff.
- Ability to work cooperatively with others in a team environment.

How to Apply:

Applications may be requested from the Texas Veterans Commission, 1700 N. Congress, Suite 800, Austin, Texas 78711; (512) 463-6564. You may also download the application from the Texas Workforce Commission website: <https://wit.twc.state.tx.us>. Only **MAILED** applications will be accepted to the Texas Veterans Commission. ATTN: Alice Mehringer, Human Resources Manager, P.O. Box 12277 Austin, Texas 78711-2277. Resume will not be accepted in lieu of State Applications. Applications must be postmarked by the closing date of the posting in order to be considered.

In order to receive Veterans' preference, a copy of the DD#214 must be submitted with the State of Texas Application.

This position has been designated as a security sensitive position. A criminal background investigation will be conducted on the final candidate for this position.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

The Texas Veterans Commission does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or the provision of services.